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April 12, 2016

**ADDENDUM ONE  
TO THE REQUEST FOR PROPOSALS  
FOR GAIN CASE MANAGEMENT SERVICES  
RFP CMD #16-02**

This is Addendum One to the GAIN Case Management Services Request for Proposals (RFP CMD #16-02), which was released on March 17, 2016.

Part One of this Addendum contains the answers to the questions that were submitted prior to and during the Proposer’s Conference held on March 30, 2016. Part Two of the Addendum contains portions of the RFP that have been revised.

The information contained in this Addendum One supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

and

[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

Proposals are due and must be received by DPSS no later than 12:00 p.m. Pacific Time, April 26, 2016. No late proposals will be accepted.

Please continue to access the above-mentioned websites for updates.

ADDENDUM ONE

PART ONE

Answers to Questions Submitted Prior to  
and During Proposers' Conference

REQUEST FOR PROPOSALS

**Question 1:** Pages 32-33, 7.6 Proposers' Conference, states:

A Mandatory Proposers' Conference will be held to discuss the RFP and Living Wage Requirements. All potential Proposers must attend this conference or their proposals will be rejected as Department of Public Social Services as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date: 03/30/2016

Time: 9:00 A.M.

Address: DPSS – San Gabriel Valley District

Garden Level Conference Room

3352 Aerojet Ave.

El Monte, CA 91731.

Failure to attend this Mandatory Conference will result in a failure to meet the Minimum Mandatory Qualifications listed in this RFP Section 3.0, hereinabove, and the proposals will be rejected and returned unopened.

Is it possible to attend the Proposers' Conference via conference call?

Answer 1: The County does not provide teleconference capabilities. Vendors must attend the Mandatory Proposers' Conference in person.

**Question 2:** Will any additional questions regarding the GAIN Case Management Services Request for Proposals be accepted after the Proposers' Meeting on March 30, 2016?

Answer 2: Additional questions will not be accepted after the Proposers' Conference on March 30, 2016. Refer to RFP, Subsection 7.4, Proposers' Questions.

**Question 3:** Will the written questions submitted prior to the Proposer's Conference be answered during the Proposer's Conference?

Answer 3: No. All questions and answers, including those submitted before the Proposers' Conference, will be responded to in writing and emailed to all attendees of the Proposers' Conference. Refer to RFP, Subsection 7.4, Proposers' Questions.

**Question 4: Is the PowerPoint presentation used at the Proposers' Conference available to Proposers?**

Answer 4: The PowerPoint presentation is not available to Proposers; however, all content covered in the PowerPoint Presentation is available in the RFP.

**Question 5: RFP Section 5.6, Confidentiality and Independent Contractor Status, page 15, states the Contractor shall cause each person performing services covered by the Contract to sign Exhibit 23, Contractor Employee Acknowledgement and Confidentiality Agreement, page 333, but RFP Section 7.8.14, page 54, states to sign and include Exhibit 23 in Section 10. Are we correct that Exhibit 23 is not to be signed and included in the proposal?**

Answer 5: Exhibit 23, Page 1, shall be signed by the authorized signer for the Proposer and included in the proposal. Upon contract execution each of the Contractor's employees performing services covered by the contract shall sign Exhibit 23, Page 2, and 3, as applicable.

**Question 6: Page 29, RFP, Section 6.5, Transitional Job Opportunities Preference Program, if the Subcontractor or a joint partner qualifies for this preference, does that preference count toward the full proposal?**

Answer 6: The TJO preference does not apply to Subcontractors and therefore is not applicable to Proposals.

**Question 7: Page 30, the last sentence of RFP, Section 7.1 states, "All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date."**

**Page 60, the last subsection of RFP Section 7.11, "Proposal Offers," states, "All proposals submitted shall be firm offers and may not be withdrawn for a period of one year following the last day of proposal submittal." Which period is correct, 180 days or one year?**

Answer 7: Refer to RFP, Subsection 7.1, Truth and Accuracy of Representations. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date. Also, see Part Two of this Addendum One, #3.

**Question 8: Proposal Submission Requirements, RFP Section 7.0, pages 30-59, provides the maximum number of pages allowed for each section to be evaluated. Will this be the same number of pages if the bid is for one or two regions?**

Answer 8: The maximum number of pages is the same for single-region proposals and combined-region proposals. Refer to RFP, Subsection 7.8, Business Proposal Format.

**Question 9: Page 34, RFP Section 7.7 states one separate CD shall be submitted for each proposal – Business, Cost, and Financial Statements. Page 58, Section 7.11 states to seal the Cost Proposal separately from the Business Proposal. Should the Business Proposal, Cost Proposal, and Financial Statements all be included on one CD or each on its own CD?**

Answer 9: The Business Proposal, Cost Proposal and Financial Statements each shall be submitted on their own separate CD. Thus, there will be a minimum of three CDs submitted. However, more than one CD may be used to accommodate a complete Business Proposal. Refer to RFP, Subsection 7.7, Preparation of the Proposal.

**Question 10: RFP Section 7.8.6(A)(5), Page 38, does the Proposer provide information based on the entire agency or just this program?**

Answer 10: The Proposer should provide a summary of relevant background and experience to demonstrate that the Proposer meets or exceeds the minimum requirements stated in Section 3.0 of this RFP and has the capability to perform the required services as a corporation or other entity. Refer to Subsection 7.8, Business Proposal Format, Paragraph 7.8.6 Proposer's Qualifications.

**Question 11: RFP Section 7.8.6(B)(3), page 39, states to list contracts terminated within the past five years with a reason for termination. Exhibit 4 in Appendix D, page 314, states to provide a "list of all contracts that have been terminated in the past three years." Are we to assume three years as required on the form?**

Answer 11: Proposers should list contracts terminated within the past five years. Refer to RFP, Paragraph 7.8.6(B)(3) and Part Two of this Addendum One, Attachment IV.

**Question 12: In the PowerPoint presentation, it was stated that three years of financial statements were needed, but RFP, Section 7.8.6 C, page 40, states to provide two years of financial statements. Can you clarify?**

Answer 12: RFP, Paragraph 7.8.6(C)(1), Proposer's Financial Capability, states that Proposers must provide copies of the company's most current and prior two (2) fiscal years' financial statements, for a total of three years of financial statements.

**Question 13: RFP, Paragraph 7.8.7, bottom of Page 41 and top of page 42 states, "This plan should include, but not be limited to, the following three service areas**

and labeled under separate tabs, e.g., Business Proposal, Section 3a, 3b, and 3c, as necessary.”

**Please clarify what is meant by this sentence, as it seems to contradict the requirement on page 34 to respond to the three service areas in separate bid binders.**

Answer 13: The service areas referred to in RFP, Paragraph 7.8.7, Proposer’s Approach to Provide Required Services are: A) Methodology to Provide GAIN Case Management Services and B) Methodology to Serve GAIN Participants. This section does not refer to GAIN Regions II, VII, and the Combined GAIN Regions. See Part Two of this Addendum One, #1.

**Question 14: Proposer’s Management and Staff Qualifications, Section 7.8.8, page 47, indicates that Proposer references will be checked. Can references be checked by email? How will references be contacted, via fax, email, telephone, etc., and how many attempts will be made?**

Answer 14: References are not checked by email. References for this RFP will be checked by telephone. A reference will be called at least three times on different days and at different times of the day.

**Question 15: Page 47 of the RFP, Section 7.8.8, Proposer’s Management and Staff Qualifications. Are the client references GAIN clients, or are these other professionals who have worked with that staff person?**

Answer 15: These references are from other professionals who have worked with the staff person.

**Question 16: Page 47 of the RFP, Section 7.8.8, is it a conflict of interest to provide DPSS references?**

Answer 16: DPSS employees may not be included as references for Proposer’s staff; however, Proposers may use DPSS staff on Appendix D, Required Forms, Exhibit 2, Proposer’s References.

**Question 17: RFP, Section 7.8.14 (page 54) states to place “the following completed forms” (Exhibits 1-26) as part of Business Proposal, Section 10, Required Forms. The top of Exhibit 1 in Appendix D on page 310 states to place the Exhibit as the first page of the proposal. Can you clarify where the County wants the vendor to include Exhibit 1?**

Answer 17: Exhibit 1 is to be included as part of Business Proposal Section 10, Required Forms as outlined in RFP, Paragraph 7.8.14, Business Proposal Required Forms. Please see Part Two of this Addendum One, Attachment II.

**Question 18:** Page 55, RFP, Section 7.8.14 states to include Exhibits 11-14 in the Business Proposal. However, pages 58 and 59, RFP Section 7.9 states to include those same forms in the Cost Proposal. Please clarify if the cost forms need to be included in both the Business and the Cost Proposals?

Answer 18: Exhibits 11-14, Cost Forms, are to be included as part of the Cost Proposal. Please see Part Two of this Addendum One, #4.

**Question 19:** RFP, Section 8.1, page 60, states that the County and prospective Contractor will negotiate a contract after selection. Are there any aspects of the Contract that are not open to negotiation? If during such negotiations a Contractor would like to propose additional contract language, will the County entertain such requests?

Answer 19: It is the County's expectation that in submitting a Proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements. Please see RFP, Paragraph 7.8.11, Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of or Exceptions to (Business Proposal, Section 7).

**Question 20:** What pool of individuals is used to select the evaluation committee mentioned in RFP Section 8.1, Selection Process, page 60? Will evaluators be evaluating both the Cost Proposals and Business Proposals?

Answer 20: The evaluation committee is chosen from County employees who are familiar with the GAIN Case Management program and the County contracting process. They will evaluate both the Cost and Business Proposals.

**Question 21:** Regarding Section 8.1, Selection Process, pages 60 and 61, is it the County's intent to select one Proposer or more than one Proposer?

Answer 21: The County may select one or two Proposers, depending on the proposals received. Refer to RFP, Subsection 8.1, Selection Process.

**Question 22:** RFP, Section 8.0, Selection Process and Evaluation Criteria, under 8.2.1, Cost Effectiveness Test, page 62, can the County elaborate on the Cost Effectiveness test? How does the Proposer know the County's definition of "cost effectiveness"? Is the cost of providing services by the County accessible to the Proposers?

Answer 22: Proposers should submit their plan to provide services and the cost to fulfill the requirements outlined in the RFP. The Department conducts a cost analysis in collaboration with the Auditor-Controller to determine the cost effectiveness.

The County cannot determine cost effectiveness until bids from Proposers are received.

The Department cannot share the County's cost, as this would compromise the integrity of the solicitation and the process would no longer be competitive. Refer to RFP, Paragraph 8.2.1, Cost Effectiveness Test.

**Question 23:** On the Budget Sheet, Exhibit 11, page 321, which requires employee classification, hourly rate, and monthly rate, will the flat rates be different each year due to the Living Wage Program, or should one flat rate budget for all three years be submitted? Please confirm that one set of budget sheets covering three years is required, rather than separate sets for each year.

Answer 23: Proposers shall submit one set of budget sheets covering the three-year contract term. Proposers shall submit one flat monthly rate for the three-year contract term. Refer to RFP, Section 7.9, Cost Proposal Format, 7.9.2 through 7.9.5.

**Question 24:** Should the Living Wage form, Exhibit 18, page 328, be submitted in Section 3, Qualifications, or with the other forms?

Answer 24: Exhibit 18 must be submitted as part of the Business Proposal, Section 9. See RFP Paragraph 7.8.13 (A), Proposer's Staffing Plan, Page 52.

**Question 25:** Does a collective bargaining agreement supersede the Living Wage Ordinance described in Appendix K, page 351?

Answer 25: If a union agreement has specific language that demonstrates that it supersedes the Living Wage Ordinance, County Counsel will review the agreement to determine if the Proposer qualifies for an exemption. For this RFP, Proposers must apply by April 6, 2016. Proposers cannot apply for an exemption after that date. Refer to RFP, Subsection 7.5, Submission of Application for Exemption to Living Wage Program.

**Question 26:** Does a collective bargaining agreement apply to Subcontractors?

Answer 26: If a Contractor/Proposer does not know who the Subcontractor(s) will be and the Subcontractor has a collective bargaining agreement, the County may review it, but there are no guarantees that an exemption will be granted as the Application for Exemption must have been submitted by the date specified in the RFP. Refer to RFP, Subsection 7.5, Submission of Application for Exemption to Living Wage Program.

**Question 27:** How soon will Proposers know whether their LWO exemption request has been granted?

Answer 27: Proposers will be informed by the Department prior to the due date of the Proposal. For this RFP, Proposers will be notified by April 19, 2016 of the County's decision. See RFP, Subsection 7.5, Submission of Application for Exemption to Living Wage Program.

## **STATEMENT OF WORK**

**Question 28:** Page 80, Statement of Work, Section 1.5.2.9, states, "Contractor shall ensure all staff is able to attend required County trainings at any location within the County." Will there be an option to conduct meetings via the County's video conferencing equipment?

Answer 28: Not at this time. Refer to RFP, Appendix A, Statement of Work, Subparagraph 1.5.2.9.

**Question 29:** Statement of Work, Section 2.1.1, County Facilities, pages 83-84, does the Contractor install and pay for phone lines, internet connections and furniture at DPSS sites?

Answer 29: The County will provide phone lines, internet connections, furniture, computer equipment, printers, and fax machines at DPSS sites. Refer to RFP, Appendix A, Statement of Work, Subsection 2.1, County Furnished Items; Paragraph 2.1.1, Facilities; Paragraph 2.1.5, Equipment/Supplies/Materials; and Paragraph 2.1.6, Information Technology.

**Question 30:** Will the pictures and floorplans of the offices that are listed in Statement of Work, Section 2.1.1 and were shown at the Proposers' Conference be available? Can we set up site visits?

Answer 30: Site visits will not be conducted at this time. Refer to Part Two of this Addendum One, Attachment V, for floorplans.

**Question 31:** Page 91, SOW Section 2.2.1.2, IT Support Coordination bullet, states that the Contractor handles all IT-related issues for hardware and software. Please confirm this is managed by the County and not the Contractor for all project-related equipment.

Answer 31: This is managed by the County, not the Contractor.

**Question 32:** Page 92, SOW Section 2.2.2.1 states the Contractor shall provide computer equipment, faxes, printers etc. Please clarify this requirement as the County currently supplies all computers and equipment for the GAIN program.

Answer 32: Refer to answer number 29, above.

**Question 33:** Page 93, SOW Section 2.2.4.3 states the Contractor shall pay all expenses of the County moving the computer equipment to the new location. Please clarify that this does not include County-mandated changes to locations and/or facilities.

Answer 33: This does not include County-mandated changes to locations and/or facilities. Refer to RFP, Appendix A, Statement of Work, Subparagraph 2.2.4.3.

**Question 34:** Page 97, SOW Section 2.8.2, second bullet states, “Respond to all inquiries, including inquiries from community advocacy groups, within two (2) hours.” Would the County consider revising this period to four (4) hours to accommodate the length of time it takes to contact participants in certain situations?

Answer 34: Refer to RFP, Subsection 7.8.11, Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of or Exception to and RFP, Appendix A, Statement of Work, Paragraph 2.8.2.

**Question 35:** Page 102, the last bullet in SOW Section 3.4.2 states two parents enrolled in SIP need to complete 30 hours of SIP per week. Is this a new requirement?

Answer 35: Yes. Refer to RFP, Appendix A, Statement of Work, Paragraph 3.4.2, bullet #4.

**Question 36:** Page 119, SOW Section 8.2.2, #7 states, “Increased GSHVO Resolutions – Contractor to achieve an 85 percent noncompliance/sanction resolution rate for all GSHVO activities.” How will this measure be calculated?

Answer 36: Increased GSHVO resolutions shall be determined by using data from LRS/Data Warehouse reporting and the manually compiled monthly reports completed by GSHVO staff. Refer to RFP, Appendix A, Statement of Work, Paragraph 8.2.2 #7 at the bottom of page 119.

**Question 37:** Pages 127-134, for all PRS charts in SOW Exhibit B-1B, would the County be willing to add Degree of Deviation for all of these Performance Requirements?

Answer 37: Refer to RFP, Paragraph 7.8.11, Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of or Exception to.

**Question 38:** Page 128, SOW Exhibit B-1B, the last box of the PRS Chart states, “Ensure GAIN Participants offered supportive services appropriately and in a timely manner.” Is this redundant with page 126, SOW Exhibit B-1A, Key Measure 5?

Answer 38: No. Measure #5 on page 126, Key Measures Summary Chart is to ensure approval or denial and submission to County Issuance Approval (CIA) staff

within 2 days. Refer to RFP, Appendix A, Statement of Work, Subparagraph 4.1.1.3; RFP, Appendix A, Statement of Work, Subsection 8.2.2 (5), Page 118; RFP, Appendix B, Technical Exhibit B-1A, Key Measures Summary Chart, Key Measure #5.

The Performance Requirement on page 128, PRS Chart, relates to offering GAIN participants supportive services timely. Refer to RFP, Appendix A, SOW, Subsection 4.1, Coordinate Supportive Services; RFP Appendix B, Technical Exhibit B-1B, PRS Chart page 128.

## **SAMPLE CONTRACT**

**Question 39**     **On page 190, Sample Contract Section 4.1 states, “The Contract term shall be for a period of thirty-six (36) months. County will consider the Contractor’s performance when deciding whether to exercise the option to extend the Contract.” How long will the extension period be for this contract?**

**Answer 39:**     No extensions are currently anticipated. Please see Part Two of this Addendum One, #5.

## ADDENDUM ONE

### PART TWO

Addendum One, Part Two to the Request for Proposals, RFP CMD #16-02 shall cause the following revisions.

1. RFP, Paragraph 7.8.7, Proposer's Approach to Provide Required Services, has been revised to read as follows (**revision in bold**).

7.8.7 Proposer's Approach to Provide Required Services (Business Proposal, Section 4)

Proposer shall describe in detail the proposed business methodology that it will use to meet the Contract work requirements and how case management services will be performed to meet the intent of the Statement of Work. If submitting a proposal for both GAIN Regions, Proposer shall specifically address the needs of each of the service areas (GAIN Regions II, VII and the combined GAIN Regions). This plan should include, but not be limited to, the **following two service areas** and labeled under separate tabs, e.g., **Section 4a, and 4b**, as necessary.

Proposers will be evaluated in how the Proposer's plan meets the needs of each RFP category separately. It would be advantageous for Proposer to demonstrate proven case management skills, knowledge and experience in the delivery of services to public assistance participants; possessing knowledge of the appropriate language skills and cultural awareness of the Region(s) population; and to demonstrate creative techniques and methods to assist WtW individuals in adverse situations that prevent these individuals from finding and retaining long-term employment and/or acquiring educational/ vocational training that lead to economic self-sufficiency.

2. RFP, Paragraph 7.8.7 (A), Methodology to Provide GAIN Case Management Services, Approach to the Statement of Work, has been revised to include a number on the following paragraph as follows (**revision in bold**).

2. Proposer shall describe how it plans to operate all phases of the WtW flow. Refer to Appendix A, Statement of Work, Section 3.0, Specific Tasks and Technical Exhibit B-1B, Performance Requirements Summary (PRS) Chart. The WtW flow of activities includes, but is not limited to:

- Tracking WtW Assignments and Operational Tasks
- WtW Intake Activities
- Appraisal Interview

- Monitoring Self-Initiated Program (SIP) Participants
- Referrals to Orientation/Motivational Training
- Referrals to Job Club/Vocational Assessment
- Dual Track Evaluation
- Vocational/Educational Training
- Referrals for Clinical Assessment for Specialized Services
- Development of the WtW Plan
- Post-Employment Services
- Post Time-Limited Services

3. RFP, Subsection 7.11, last paragraph, Proposal Offers, has been deleted in its entirety.
4. RFP, Paragraph 7.8.14, Business Proposal Required Forms, has been revised to read as follows (**revision in bold**):

7.8.14 Business Proposal Required Forms (Business Proposal, Section 10)

This section shall be entitled "Required Forms" and contain the following completed forms, signed/dated where applicable. All of the following required forms are located in Appendix D, Required Forms:

- Exhibit 1 Proposer's Organization Questionnaire/Affidavit
- Exhibit 2 Proposer's References
- Exhibit 3 Proposer's List of Contracts
- Exhibit 4 Proposer's List of Terminated Contracts
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form
- Exhibit 8 Proposer's EEO Certification
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception

**(Exhibits 11-14, Cost Forms, to be included in the Cost Proposal)**

- Exhibit 15 Contractor Non-Responsibility Debarment Acknowledgement and Statement of Compliance
- Exhibit 16 County of Los Angeles Living Wage Program Labor/Payroll/Debarment History Acknowledgement and Statement of Compliance

- Exhibit 17 County of Los Angeles Living Wage Program Application for Exemption
- Exhibit 18 County of Los Angeles Living Wage Program Staffing Plan
- Exhibit 19 Charitable Contributions Certification
- Exhibit 20 Transitional Job Opportunities Preference Application
- Exhibit 21 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 22 Request for Disabled Veterans Business Enterprise Preference Program Consideration
- Exhibit 23 Contractor Acknowledgement and Confidentiality Agreement
- Exhibit 24 Proposer's Nondiscrimination in Services Certification
- Exhibit 25 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lowered Tiered Covered Transaction (45 C.F.R. Part 76)
- Exhibit 26 Contractor's Certification of Office Location

5. RFP, Appendix C, Sample Contract, Section 4.0, Term of Contract, Subsection 4.1, has been revised as follows:

4.0 TERM OF CONTRACT

4.1 The Contract term shall be for a period of thirty-six (36) months. The Contract is effective February 1, 2017, or one day following Board approval, whichever is later. A contract start-up period will be required and shall commence on February 1, 2017 and conclude on February 28, 2017. Direct case management services will begin March 1, 2017 through January 31, 2020.

6. RFP, Appendix C. Sample Contract, Section 5.0, Contract Sum, Subsection, 5.1 Invoices and Payments, Paragraph 5.5.1, has been revised as follows (**revision in bold**):

5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A, Statement of Work and elsewhere hereunder. Contractor shall prepare its invoice in the same format and report the same information as shown on the sample invoice in **Exhibit X**, Sample Monthly Invoice and any other information requested by the County Contract Administrator (CCA).

7. RFP, Appendix C. Sample Contract, Section 5.0, Contract Sum, Subsection, 5.1 Invoices and Payments, Paragraph 5.5.4, has been revised as follows (**revision in bold**):

5.5.4 Contractor shall submit its invoices along with its supporting documents, required Monthly Management Report (MMR), and required Living Wage information to the CCA within fifteen (15) calendar days after the end of the reporting month in which services were provided or payment may be delayed.

Prop A – Living Wage Program:

No invoice will be approved for payment unless the following is included:

- **Exhibit V** – Payroll Statement of Compliance

8. RFP, Appendix C, Sample Contract, Section 5.0, Contract Sum, Subsection 5.10, Unspent Funds, Paragraph 5.10.5 and 5.10.6, have been revised as follows (**revisions in bold**):

5.10.5 For any unspent funds from Years One and Two which have not been utilized as of July 31, 2019, Contractor shall immediately repay funds to County, as specified in **Paragraph 5.10.7**. Contractor shall provide a report of utilization of unspent funds for Years One and Two as of July 31, 2019 no later than September 30, 2019.

5.10.6 For any unspent funds accumulated in Year Three of the Contract, the Contractor shall immediately repay funds to County, as specified in **Paragraph 5.10.7**.

9. RFP, Appendix C, Sample Contract Exhibits, Exhibit X, Sample Monthly Invoice, has been deleted in its entirety and replaced with Attachment I.

10. RFP, Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit, has been deleted in its entirety and replaced with Attachment II.

11. RFP, Appendix D, Required Forms, Exhibit 3, Proposer's List of Contracts has been deleted in its entirety and replaced with Attachment III.

12. RFP, Appendix D, Required Forms, Exhibit 4, Proposer's List of Terminated Contracts, has been deleted in its entirety and replaced with Attachment IV.

**GAIN CASE MANAGEMENT SERVICES CONTRACT****SAMPLE MONTHLY INVOICE**

Invoice Date: \_\_\_\_\_ Service Month: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_

VENDOR NAME:

ATTENTION:

ADDRESS:

CITY, STATE, ZIP CODE:

**GAIN CASE MANAGEMENT MONTHLY COMPENSATION**

TOTAL GAIN Case Management Flat Monthly Rate Claimed: \$ \_\_\_\_\_

\_\_\_\_\_  
Contractor's Authorizing Signature\_\_\_\_\_  
Date Signed\_\_\_\_\_  
Print Name\_\_\_\_\_  
Telephone Number**ADJUSTMENTS TO MONTHLY COMPENSATION**

(To be completed by County Contract Administrator)

**BASIC MONTHLY COMPENSATION:** \$ \_\_\_\_\_

Minus Disallowed Telephone Costs Previously Paid \$ \_\_\_\_\_

Minus Other Fiscal Deductions as specified in Contract

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL DUE TO CONTRACTOR:** \$ \_\_\_\_\_Plus (+) Performance Pay **OR**

Minus (-) Fiscal Reduction of Performance Payment \$ \_\_\_\_\_

(Refer to Contract, Subsection 5.6, Performance Incentives and Deductions)

**TOTAL DUE TO CONTRACTOR:** \$ \_\_\_\_\_\_\_\_\_\_  
County Contract Administrator's Signature\_\_\_\_\_  
Date Signed

**REQUIRED FORMS - EXHIBIT 1  
PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT**

Please complete, date and sign this form. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

- 1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
_____	_____	_____

- 2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

\_\_\_\_\_

- 3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

- 4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? \_\_\_\_ If yes,

Name of parent firm: \_\_\_\_\_

State of incorporation or registration of parent firm: \_\_\_\_\_

- 5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

- 6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

\_\_\_\_\_

\_\_\_\_\_

Proposer acknowledges and certifies that it meets and will comply with the Minimum Mandatory Qualifications as stated in Section 3.0, of this Request for Proposal, as listed below.

1. Attend the mandatory Proposers' Conference, as specified in this RFP, Subsection 7.6, Proposers' Conference.
2. Have, at a minimum, experience of three (3) years out of the last ten (10) years providing case management services, or services substantially similar those required in this RFP.
3. Have an assigned full-time Contract Manager, with a minimum of three (3) years of experience in the performance of case management services, or services substantially similar to the services required in this RFP and a four-year college degree or an Associate of Arts degree with two years of experience in handling GAIN-type participant caseloads or counseling. (If the Contract Manager is not yet hired, Contractor must include with its proposal the complete job specifications for this position).
4. Have a business office located within the County of Los Angeles, with a responsible person(s) to maintain all administrative records related to the proposed Contract and financial reports that are required herein. This information must be documented in the Business Proposal, Section 3.1.5 (see RFP Paragraph 7.8.7)
5. Meet all the mandatory Living Wage requirements as described in RFP, Subsection 5.18, Living Wage Program.
6. Comply with the Proposal's format and requirements set forth in the Business Proposal Format and the Cost Proposal Format, (see RFP Subsections 7.8 and 7.9).

Check the appropriate boxes:

Yes  No \_\_\_\_\_ years experience, within the last \_\_\_\_ years

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address:\_\_\_\_\_ Telephone number:\_\_\_\_\_ Fax number: \_\_\_\_\_

On behalf of \_\_\_\_\_ (Proposer's name), I \_\_\_\_\_ (Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Internal Revenue Service Employer ID Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
California Business License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
County WebVen Number

**REQUIRED FORMS - EXHIBIT 3**  
**PROPOSER'S LIST OF CONTRACTS**

**Proposer's Name:** \_\_\_\_\_

List of all public entities for which the Contractor has provided service within the last five (5) years. Use additional sheets if necessary.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	

**REQUIRED FORMS - EXHIBIT 4**  
**PROPOSER'S LIST OF TERMINATED CONTRACTS**

**Proposer's Name:** \_\_\_\_\_

List of all contracts that have been terminated within the past five (5) years.

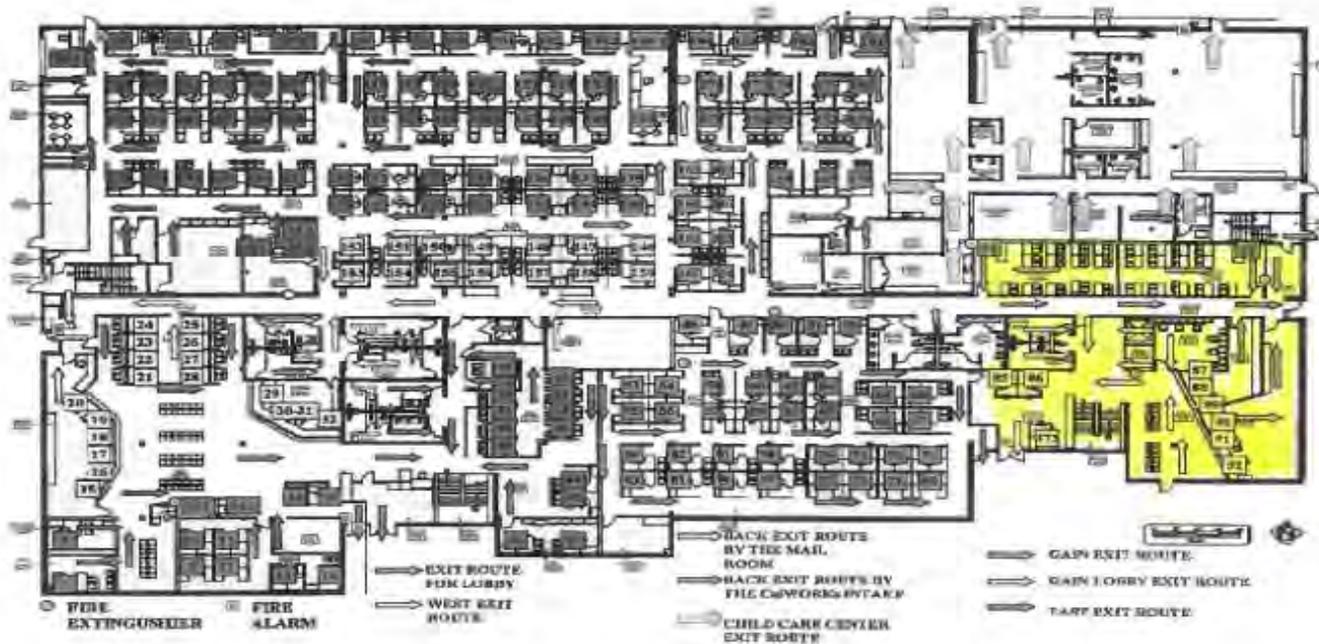
<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.		Reason for Termination:		
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.		Reason for Termination:		
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.		Reason for Termination:		
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( )	<b>Fax #</b> ( )
Name or Contract No.		Reason for Termination:		

# Region II, Chatsworth, First Floor

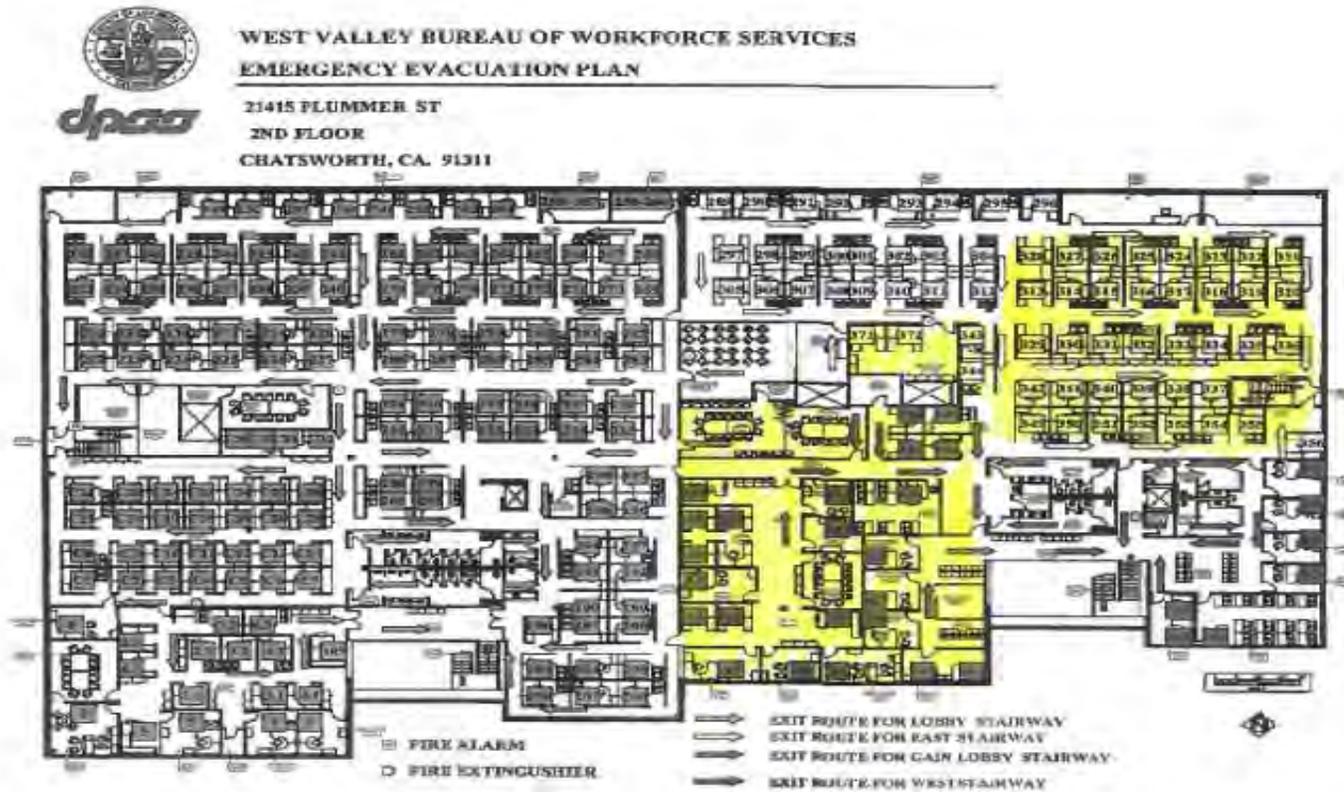


## WEST VALLEY BUREAU OF WORKFORCE SERVICES EMERGENCY EVACUATION PLAN

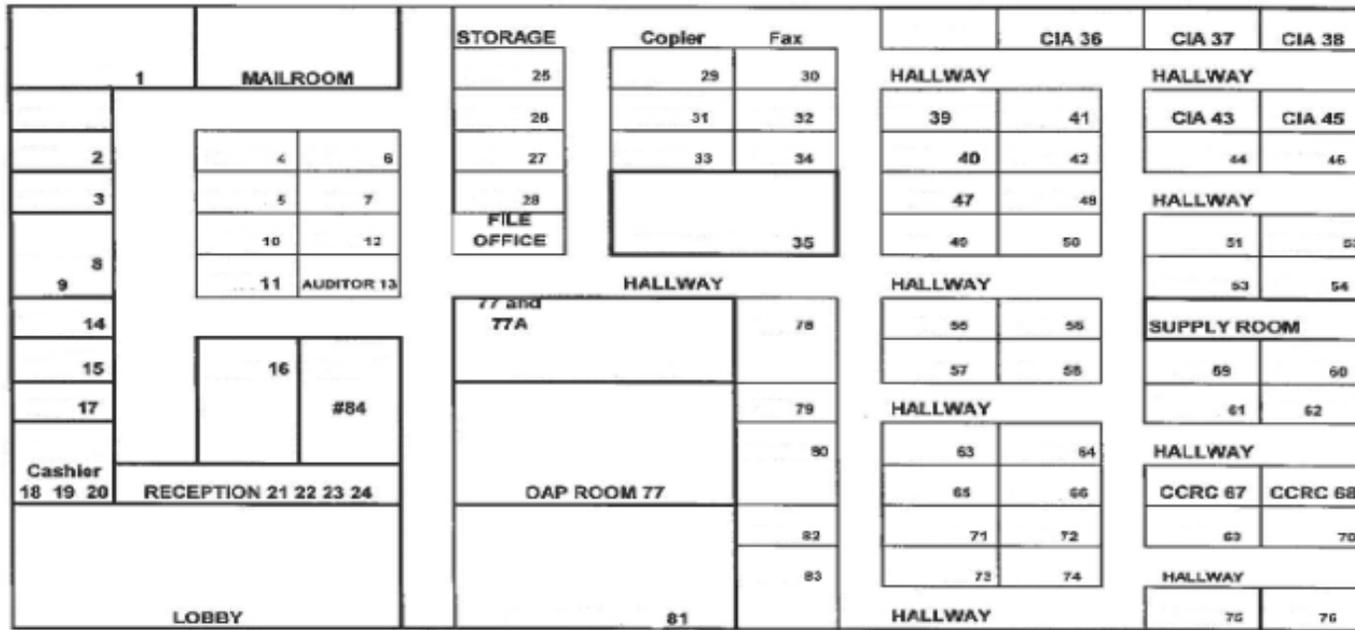
21415 PLUMMER ST  
1st FLOOR  
CHATSWORTH, CA. 91311



# Region II, Chatsworth, Second Floor

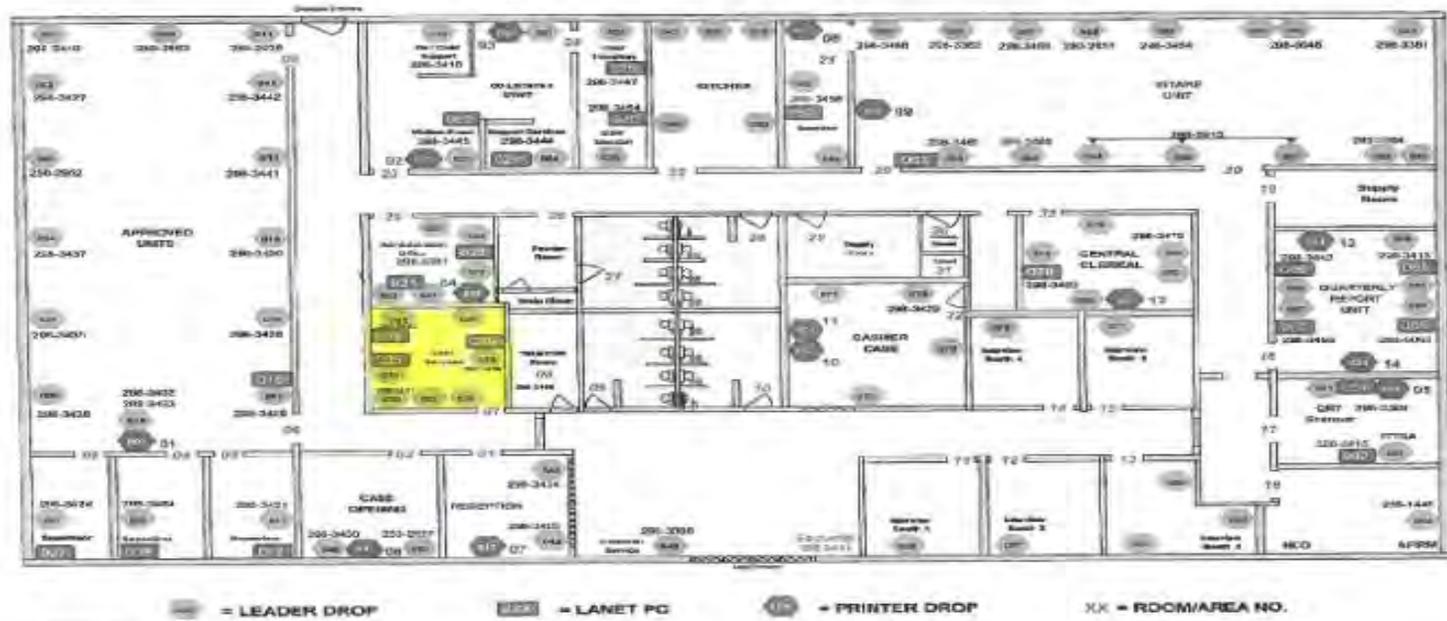


# Region II, Palmdale

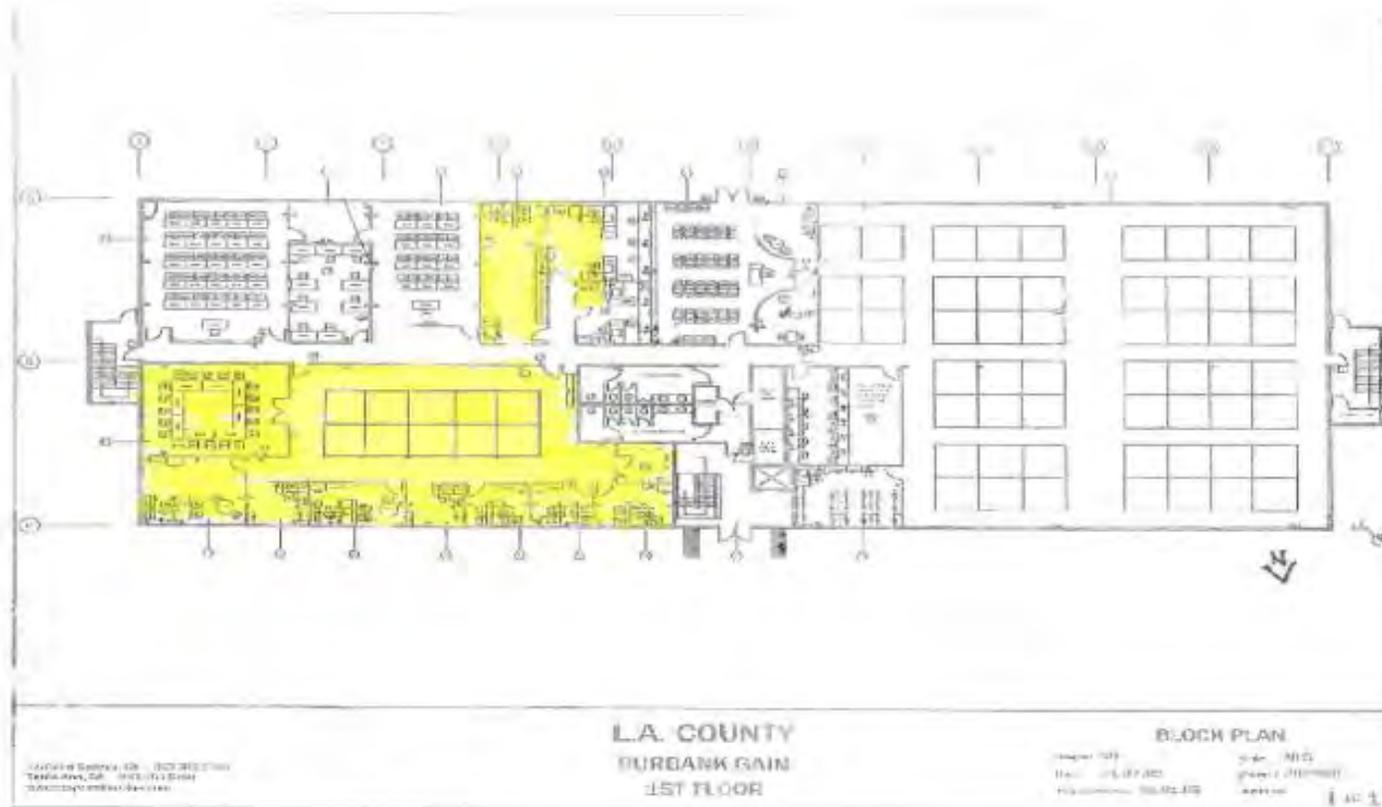


FRONT OF OFFICE - PALMDALE BLVD

# Region II, Santa Clarita



# Region VII, Burbank



# Region VII, Glendale



# Region VII, Van Nuys

